

Delegated Submission Form

Correspondent Information

Please type or write legibly so that all correspondence is sent to the correct parties.

Post Closing Contact:	Phone:	Email:
Post Closing Contact:	Phone:	Email:
Secondary Contact:	Phone:	Email:

Loan Characteristics

Carrington Loan #: _____ **Borrower Last Name/First Name:** _____

Product Type: _____

Purpose: _____

Product Code: _____

Submission to Include, but not limited to the following:

Use CorriQ to upload a complete FNMA 3.4 File

Documentation

Completed Submission Form Cover Letter

AUS Results

AUS Results: DU LP GUS

1008 signed, dated, fully completed including Risk Assessment/match final AUS

1003 – Initial & Final

Credit Package

<input type="checkbox"/> Credit Report associated to AUS	<input type="checkbox"/> Additional Credit Docs/Supplements	<input type="checkbox"/> Bankruptcy papers
<input type="checkbox"/> Mortgage Payoffs (if applicable)	<input type="checkbox"/> Divorce Decree/Separation Agreement	
<input type="checkbox"/> Credit Inquiry Letter	<input type="checkbox"/> SS Authorization	<input type="checkbox"/> SS Validation
<input type="checkbox"/> LOE Name & Address variations	<input type="checkbox"/> Form 1017 (FNMA Home Possible Only)	
<input type="checkbox"/> Document all REO properties with Mortgage Statements, Taxes, HOA dues, Owned Free & Clear		

Income Documents

Income Worksheets Verbal VOE

Salaried

WVOE's, Current Paystubs with YTD income, W2's (per AUS)

SS/Fixed Income documentation (award letters, 1099, verified deposits)

Rental Income (Current Lease Agreement)

Self Employed

Previous 2 years signed 1040's with all schedules & letter from CPA/business license confirming 2 years Self Employment

K1's if applicable

YTD Profit & Loss Statement, Balance Sheet

Asset Documents

Escrow Letter/Proof Earnest Money Gift funds/Donor's Ability (if applicable)

Bank Statements Retirement or Investment account Statements

Property Documents

<input type="checkbox"/> Appraisal w/Addendums (Color)/1004D	<input type="checkbox"/> SSR's/UCDP	<input type="checkbox"/> Purchase Contract
<input type="checkbox"/> Homeowners and Flood Insurance	<input type="checkbox"/> Condos & PUD's (Master policy & HO6)	<input type="checkbox"/> Flood Cert
<input type="checkbox"/> Title Commitment & CPL	<input type="checkbox"/> Tax Information Sheet	<input type="checkbox"/> Escrow/Closing Instructions

Disclosures

Initial & Rediscovered LE's Initial & Final CD Post Consummation CD (if applicable)

Proof LE/CD were received if not signed Initial Federal & State Disclosure Packet Compliance Test Results

Closing Documents

Note Deed of Trust/Mortgage & Riders Rescission Payment History (if applicable)

POA (if applicable) Mortgage Insurance Cert (if applicable) State & Federal Closing Documents

Fannie/Freddie UCD Settlement Cert (for purchase transaction) must be signed by all parties with sales contract date included in the Buyer's section and Seller's section

FHA/VA

FHA LT Initial 92900a/1802a FHA Case # Assignment/VA 1805 Case Assignment

FHA Streamline Max Loan Amount Worksheet VA Certificate of Eligibility VA Loan Analysis or IRRRL

VA IRRRL Loan Comparison Statement VA Guaranteed Home Loan Cash-out Refi Comparison Cert

Proof VA Funding Fee was paid. If borrower is exempt, provide the loan register with FFPS and a copy of the receipt showing \$0.00 payment for funding fee

USDA

USDA Conditional Commitment USDA form Attachment A – Household & Repayment Worksheet

Original Collateral (Note & Bailee/Wiring Instructions) to be sent to:

Deutsche Bank National Trust Company
Attn: Carrington Correspondent Team
1761 East St. Andrew Place, Santa Ana, CA 92705